

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

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| CLASSIFICATION TITLE Transportation Engineering Technician | DISTRICT/DIVISION/OFFICE 72/Transp System Information/Office of HSIP | |
| WORKING TITLE Engineering Technician | POSITION NUMBER 900-485-3175-xxx | EFFECTIVE 8/17/2011 |

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Chief, TASAS Branch (Traffic Accident Surveillance and Analysis System), a Senior Transportation Engineer, the Transportation Engineering Technician performs a wide variety of transportation engineering technician work within the TASAS Program.

TYPICAL DUTIES:

| Percentage Essential (E)/Marginal (M) | Job Description |
|--|---|
| 30% (E) | Review contract plans to draws ramp diagrams to represent geometric configurations and changes to existing highway data. |
| 30% (E) | Assist in reviewing contract plans, to compile and encode various types of highway data relating to geometrics and characteristics of the state highway system into the TASAS Highway database. |
| 20% (E) | Assist in establishing and checking postmile values for highway construction projects. Compile and encode highway data relating to adoptions, re-designations and relinquishments on the state highways system into the highway database. |
| 10% (E) | Encode corrections to the existing highway and accident databases. Review encoded data and research alternatives to validate existing data. |
| 5% (M) | Respond to TASAS data requests. Assist others in understanding TASAS data and TASAS reports. Train TASAS users on how to access data. |

5% (M) Assist in writing and/or updating statewide manuals for collections, storage and processing of highway and accident data.

SUPERVISION EXERCISED OVER OTHERS:

This position carries no supervisory responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Must have knowledge of roadway design and highway construction related to alignment, geometrics, and design criteria. Prior design experience is highly desirable. Must be proficient in using Microstation in terms of drafting and revising project plan sheets.

Knowledge of traffic engineering as it relates to traffic operations and traffic safety is desirable. An understanding of the roles of the California Highway Patrol and the Department of Motor Vehicles as related to traffic accidents on the State highways is desirable.

Must have the ability to:

- acquire working knowledge of computer hardware and software.
- reason, to express ideas, and to present information clearly in both verbal and written forms.
- make neat and accurate computations and notes, and the ability to prepare reports.
- establish and maintain professional and cooperative relations with those contacted in the course of the work.
- work independently, learn quickly, analyze situations, and communicate tactfully and effectively with others of different backgrounds.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Information gathered and generated by the TASAS Branch is used in the preparation of numerous reports and studies. Failure to use sound judgment and maintain professionalism in the execution of the duties of this position could result in damage to the credibility or success of TASAS activities, the Division of Transportation System Information or the Department. This could limit the effectiveness of the TASAS Branch in its relationships with other Caltrans units, external agencies and the public.

PUBLIC AND INTERNAL CONTACTS:

Independently confers with all various units within Headquarters (including Legal, Office of Computer Systems, etc.) and the districts. External contacts include representatives from the California Highway Patrol, Department of Motor Vehicles, Office of Traffic Safety, Federal Highway Administration (FHWA) representatives, Universities and the general public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Incumbent must be enthusiastic, dependable and detail oriented with the ability to work well under pressure. The individual must be able to maintain good organizational and interpersonal relationships.

WORK ENVIRONMENT:

The employee will work in a climate-controlled office under artificial lighting with occasional background noise from other workstations. The employee may be required to travel to meetings. Some field observations are done for familiarization with proposed developments. The employee may occasionally be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Date:

Employee Signature

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Date:

Supervisor Signature

8/18/11